

# CLASSROOM ENERGY NAVIGATOR WORKSHEET



Classrooms	We're doing it!	We will do it!	Notes & Comments
Are the lights off when not in use?			
Are unnecessary lights turned off?			
Are the curtains open to provide natural light?			
Are the computers off when not in use?			
Are the computer speakers off when not in use?			
Is the computer plugged into a power bar with a timer? Are computers unplugged at night?			
Are tablets and electronics off when not in use?			
Is the Smartboard off when not in use?			
Are other appliances, such as a fan, turned off when not in use?			
Are windows closed when the heat is on?			

<b>Waste Discovery</b>	<b>Suggested Action</b>
LIGHTS	Place a cling or a sign on the light switch as a visual reminder to turn off the lights and only use lights that are needed.
CURTAINS OR BLINDS	Talk about importance of using natural light during day and keeping heat in/out on weekends. Is there a routine that can be changed that would help save energy by using curtains or blinds?
TAPS & TOILETS	Talk to the person responsible that there is a leaky tap or running toilet. They can help fix the problem and waste less.
ELECTRONICS LEFT ON	Talk to the person responsible about the importance of conserving electricity & phantom power. Is there a routine that can be changed that would help save energy?
WINDOWS OPEN WHILE HEAT ON	Talk to the building maintenance staff and let them know the heat may not be working properly. Keeping temperatures moderate and comfortable saves energy.